

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Community Engagement Manager	DIRECT SUPPORTS:	Curator of Education & Engagement
DEPARTMENT:	Education & Engagement	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	Full-time, permanent, salary, exempt	SALARY RANGE:	\$52,000+ DOE

JOB SUMMARY

The Community Engagement Manager is responsible for expanding and enriching relationships between the Museum and community organizations and institutions within Central Oregon and across the region, co-creating and co-implementing new models of participation and programming to extend the Museum’s reach and deepen our impact. These programs will highlight the contributions, perspectives, stories and voices of diverse people throughout the High Desert with particular emphasis on centering the history and lived experiences of People of Color and other marginalized groups in the region.

Approximately the first year of this position will focus exclusively on implementing programming for the Museum’s Institute of Museum and Library Services CARES project called Reimagining Connections. The High Desert Museum has launched this project to create meaningful access to museum and library resources for families most impacted by COVID-19 in the community. Through an extensive partnership network of museums, libraries, and community organizations across Central Oregon, the project enables the museum to provide over 800 programs to approximately 2,000 families. The project team will design the family-centered programs to promote community healing and connection; advance STEM, literacy, and social-emotional skills necessary for academic and career success among pre-K-12 students; and continue the relevance of museums and libraries as community anchors by adapting programming and resources to the changing community context.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

50%	<p>Community-Centered Programmatic Planning</p> <ul style="list-style-type: none"> • Collaborate with Education & Engagement Team to continue as well as implement new strategic community engagement and education programs rooted in decolonization and antiracism. • Cultivate new and nurture existing relationships with communities and partners in Central Oregon by attending meetings, workshops, events, etc. • Develop specific strategies and programs to meet needs, objectives, and priorities of Museum’s target audiences. • Work with Education & Engagement Team, partner institutions and organizations to develop, implement and evaluate innovative community programs including workshops and special events focusing on the contributions, perspectives, stories and voices of diverse people of the High Desert centering the history and lived experiences of People of Color and other marginalized communities.
40%	<p>Community-Centered Programmatic Implementation</p> <ul style="list-style-type: none"> • Implement engaging programs for target audiences, building on deep community work as well as the Museum’s exhibitions and permanent collections, focusing on centering the history and lived experiences of People of Color and other historical excluded groups in the High Desert. • Develop online supplementary educational resources, curricula, classes and activities based on community need and Museum priorities.
5%	<p>Team Visioning and Support</p> <ul style="list-style-type: none"> • Collaborate with the Education & Engagement Team to establish new goals and initiatives.

	<ul style="list-style-type: none"> • Support Education & Engagement Team initiatives including outreach events, Kids Camps, Living History special programming, and other items as assigned. • Reflect on and evaluate direction of current programming and its tie to target audience, mission of the organization and team. • Continue professional development through readings, trainings, and discussions with colleagues.
5%	Additional Duties <ul style="list-style-type: none"> • Contribute to and support the Museum’s DEAI initiatives • Contribute to and support the Museum’s AZA Accreditation • Assist with museum-wide events, such as Free Days, fundraising gala, etc. • Other duties as assigned

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> • Bachelor’s degree required (preferably in education, Indigenous studies, Ethnic Studies, anthropology, history, etc.)
EXPERIENCE	<ul style="list-style-type: none"> • Some experience working with students in grades PreK-12 in formal or informal settings • Experience adapting and utilizing interdisciplinary, inquiry-based curriculum preferred • Experience working with community-centric organizations
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Proficiency in Spanish • Desire to learn and utilize culturally relevant pedagogical approaches to education and interpretation • Some knowledge of best practices in teaching people of all ages and willingness to continue growing and learning • Strong verbal and written communication skills • Ability to connect and work with external partners and individuals, including schools, museums, nonprofits, tribal nations, who are from diverse backgrounds • Ability to work across departments and teams • Strong organizational skills with the ability to coordinate multiple projects and timelines simultaneously • Understanding of, and commitment to, justice, equity, inclusion, accessibility and diversity practices • Proficient using Microsoft Suite and Zoom
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> • This position involves extended periods of sitting or standing desk work
EQUIPMENT USE	<ul style="list-style-type: none"> • Travel occasionally required including moving of materials and supplies for programming • Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name _____ Signature _____ Date _____